

MINEHEAD & WEST SOMERSET GOLF CLUB

MINUTES OF THE MANAGEMENT COMMITTEE MEETING

HELD ON TUESDAY 1 SEPTEMBER 2015 AT 6PM

PRESENT: Paul Fullbrook (PF) Chairman; John Fulwell (JF) Treasurer; Phil Bowden (PB) Captain; Phil Arbourne (PA) Past Captain; Graham Wells (GW) Course Manager; Jayne Fulwell (EJF) Premises; Dorrien Bickerstaff (DB) Competitions & Handicaps.

IN ATTENDANCE: Alan Ridgway (AR) President; Dave Williams (DW) Senior Rep; Steve Archer (SA) Bar Manager; Faye Barringer-Capp (Minutes).

1. APOLOGIES Kay Lockett (KL) Lady Captain; Jenny Holland (JH) (Lady Vice Captain); Graham Walsh (GWalsh) Catering & Social.

2. AGREE MINUTES

The Minutes were agreed pending minor amendments to the text.

3. MATTERS ARISING

Patio – a start date was still to be advised.

4. SECTION REPORTS

4.1 – COURSE MANAGEMENT (GW)

Communication with members – A notice informing members of work on the course in September had been placed on notice boards. The next notice would appear in early October. Working parties (special thanks to Nick Bangs & Tony Bowden) had removed ragwort from the course with the exception of the sand bank alongside the 18th.

Staff Issues – DW had prepared contracts which had been accepted by the Greens Staff, and would be signed in the next few days.

Course Issues – High costs incurred on machine maintenance and irrigation system repairs had hit the July figures. Costs for installing the irrigation system for the practice greens had been accounted for in the landfill expenditure. All non-essential greens expenditure was on hold. Landfill deliveries remained on hold pending further discussion with an expert contact on the precise nature of the licence required to enable the Club to bring in further volumes of material. John A'Court, who acquired the original planning approval and licence, was now involved in the discussions, but had stated that he had been advised by the EA there was no limit on landfill as the Course was in a coastal location. It was believed that an Environmental Permit would be required as the Licence was valid until 2018. The Planning Permission would need to be extended w.e.f. March 2016.

GW was in contact with 4 rabbit shooters and 2 ferreters concerning rabbit control, and would produce a plan of action to start implementation in September.

Training & Practice Facility – Mats had been laid on the temporary tees. Work to remove further sand from the bank beside the 18th would take place in order to mix the sand with topsoil for finishing the target greens. Soil to be removed in order to extend the reed beds would be used to surface the banking around the greenkeepers' area.

Other Issues – In the past, Margaret Stone had provided Rob Barrett with details of which invoices for work undertaken had been accounted for in the budget figures. The information had been provided on an informal basis, but enabled GW to inform the treasurer of any potential overspend in a timely manner. It was agreed that FBC would provide Rob with the information as required.

4.2 – PREMISES REPORT (EJF)

The external decoration was now complete, and the overall appearance of the exterior was much improved.

The replacement window for the car park side of the ladies changing room had been ordered, delivery date to be advised.

EJF had purchased the tiles for the Clubhouse roof, which PF had fitted.

The new cellar floor had been completed. The new cellar door and other smaller works previously agreed had not been started to date.

A date for the upgrade to the electrics was still awaited.

Flat roof – an issue had arisen with the ongoing repairs, as it had not been left in a waterproof condition during the last weekend in August and there had been water ingress. The cost of any internal repairs to be deducted from the cost of the roof work.

The problem with the gas cooker in the kitchen had been resolved.

SA advised that the boiler had not been working and displayed a different error number to the previous one. He had re-set the boiler on 1 September and it had remained running that day, but he had contacted Geoff Brinkman to attend and investigate.

There had been a few issues with the standards of the premises cleaning. EJF reported that Malcolm Grist had had a bereavement in the family, and that the people who were working for him in his absence were not reliable. It was a temporary situation and normal service would be resumed.

Request for future developments

Container - In the spring the MC allocated a maximum of £10,000 to be spent on improving the bar/lounge area. To date only £2,670 inc VAT of club money had been spent on this.

Approximately £8,470 had been spent, but £4,050 had been from club members' donations and £1,750 had been a donation from St Austell Brewery. The main item on the original list was a container to replace the wooden shed. The Club now had Planning Permission for this and so was able to go ahead. The cost would be around £2,300 + VAT. The options of renting or buying were discussed, and JF advised that the container was a capital expenditure and would pay for itself in 20 months. It was unanimously agreed to purchase a container.

Tables – EJF reported that for bigger events the Club hired in round tables at a cost of £119.40 per event. SA had sourced good quality round tables that were easy to fold and store. The old, heavy, broken tables used to supplement bigger events could then be disposed of. The cost of each table would be £59.95 + VAT. Discussion ensued as to the merits of hiring or

buying, with the option of incorporating the cost of the tables into event charges. It was agreed that 10 new tables be purchased at the cost of £600. New coffee tables would be investigated later in the year.

4.3 – CAPTAIN’S REPORT (PB)

PB reported the following Club matches:- Minehead had visited Burnham & Berrow, overall the home side lost 5:4. On 22 August, played Ilfracombe at home and won 5:1. The match at Oake had been postponed as it clashed with the MacMillan Silver Spoon, and this was to be re-arranged. For the MET Shield on 12 September, the A team would be playing at home, and the B team at Enmore.

The Arnold Palmer Charity Golf Day had been held on 30 August. PB advised that a considerable amount of work had gone into planning and organising the Club’s biggest charity event of the year. He reported that he was unhappy with the lack of facilities at the Half Way House on the day (no water, and no gazebo therefore no shelter), and also that the bacon baps had finished at 1pm as the organiser had taken the grill away, and the supply of cakes had run out. SA advised that the MacMillan volunteers had told him they had the situation at the Half Way House covered and only wanted teas and coffees, also that the person supplying the gazebo had been told it was not required.

£300 had been raised by Club volunteers at the 18th green.

DW raised the issue of lack of help with events, in particular the Captain’s Day; PF suggested that a small committee be formed to assist with organising the Captain’s Day for 2016.

4.4 – COMPETITIONS & HANDICAPS (DB)

DB reported that Dave Dennis had resigned, which left the Club short of a Competitions organiser. He had been approached by Tony Bowden to help with Competitions, and it was unanimously agreed that Tony be co-opted onto the Committee until March 2016.

EJF stated that she was unhappy with Dave Dennis’ resignation and his reasons for doing so, as he had taken on the commitment and had also instigated the capital expenditure for the new Club V1 system. PF would advise him that the Membership Committee were very unhappy with the manner of his resignation.

The new Club V1 system was proving difficult to get used to for both Committee Members and members. PA suggested a small box be affixed next to the pedestal screen for cards.

The RBL Charity Day was discussed; the Club did not make any money from this day as the RBL monopolised all the bookings and kept the proceeds themselves. PF stated that the RBL would have to accept allotted tee times, or not hold the event at Minehead. It was

unanimously agreed that the RBL would be restricted to tee times from 7.00am until 10.50am.

DB reported that new members were coming in with official handicaps, and working with Jordan to get the handicaps registered.

4.5 – TREASURER’S REPORT (JF)

JF reported that the Club had received a VAT refund of £9,440 which was an overpayment dating back some 3 years. Thanks were due to Andy Giles and JF in finding this error.

Subscriptions were increased, and green fees ahead by £5000. Bar income was reported as good and on track, but the catering side continued to struggle to break even. On the course, machine maintenance was noted as very high.

Advertising costs had been high. The defibrillator costs had been offset by donations.

Forecast for the year was c£15,000.

(2016 Subscriptions: JF proposed to ask the Finance Committee to come up with a recommendation for the next Management meeting, as the MC needs to agree these before the end of October. The 2016 subscription will cover a 15 month period to the end of March 2017).

4.6 – HR (DW)

To date only two members of staff had not been issued with their Employment Handbook.

Two members of the bar and one kitchen staff did not yet have Contracts of Employment as DW was investigating zero hours contracts and employees rights in this context.

Rob Barrett had done Risk Assessments for each of the machines used on the course, and Risk Assessments were also required for the Office, Bar, Cellar and Kitchen. Advice was needed as to whether a RA was required for the course. The machine washing area did not comply with Environment Agency regulations, and DW had given GW a printout from the EA website regarding this.

Seniors – DW reported that a team from the Seniors Section had reached the final of the Age UK Challenge Cup, unfortunately they had lost by the small margin of 3.5 - 2.5 to Farrington.

5. CATERING (GWalsh)

GWalsh had given his apologies, but sent a report for the meeting.

Holidays – there had been some confusion over staff holidays in that both James Bellamy and GWalsh had authorised holiday but these had not been recorded on the holiday request form which had led to duplication.

GWalsh considered that entries were not being made in the manual kitchen diary as the kitchen laptop was being used instead. He would be taking the laptop away as soon as upcoming events had been transferred to the diary.

Shane Archer had been sent home due to inappropriate attitude and conduct on 26 August. A meeting was to be held with Shane, GWalsh and DW on 2 September to determine what action was necessary.

GWalsh requested that the following items were required for the kitchen:- Deck Mounted Auto Mixer Tap, £99; Pre Rinse unit, £150; Electric Food Slicer, £100; Electric Griddle, £250. It was unanimously agreed that these items be put on hold until the next Committee Meeting for justification.

DB advised that he was very unhappy with the kitchen situation, in that GWalsh had made decisions without recourse to the Management Committee.

DW advised that no kitchen staff holiday should be authorised unless checked and approved by SA. DW reiterated that SA should have autonomy over both the Bar and Kitchen rotas, and

that GWalsh should not make changes without consulting SA. DW had met with GWalsh following clarification of the above with PF.

JF was concerned that the working relationship between SA and GWalsh would be difficult if GWalsh did not consult with SA. He reiterated SA's responsibility for both Bar and Kitchen, including the rosta and holidays.

The buying situation was starting to revert to greater use of petty cash to purchase items from supermarkets. Standards were reported as dropping due to the purchase of some cheap items, and the kitchen had run out of food on 31 August.

PF stated that a letter must be issued to Bev giving her a 3 month probationary period under the terms of her new salaried Contract, and it must be reviewed at the end of the period.

6. LANDFILL

Covered previously in Minutes.

7. ANY OTHER BUSINESS

Grant Application – PF advised that as Trevor John was the only individual now working on this, volunteers were required to take forward the application for S106 monies. An email to members was suggested to foster interest and further the application.

Carpet – PA was concerned about the carpet in the foyer when the weather was bad as members needed to access the new V1 pedestal screen. Spare carpet was available to cover the doorway area to protect the main carpet.

Laptop – The laptop used for the BRS booking system in the Pro Shop had broken, and a new one was required. It was agreed that the kitchen laptop could be given to the Pro Shop.

Half Way House – the issue of a water supply was raised. The nearest supply was Dunster Beach, and Wessex Water had refused to install a supply to the Half Way House, therefore taking water in containers remained the only way of providing water there.

Membership Issues – the issue of an ex- professional golfer playing at the Club was raised, as a number of members had reported social issues with him. PF was happy for this person to continue playing on an ad-hoc basis with friends and use the practice area. Discussion ensued as to the merits of enabling him to return to the club, as in a previous vote a majority of those present had stated that they did not wish him to return to the Club. A letter had been sent to PF from the Ladies stating that this person was playing regularly on Tuesdays and Thursdays despite being barred from the Club as per the previous members' vote.

Letters – A lady member had written to PF regarding the lack of catering at the Half Way House on the Arnold Palmer Day. She was also unhappy about certain aspects of the Club facilities, in that the doors had been locked on two recent occasions. She also referred to the Membership issue above. Lady members had written in respect of a reduced standard of catering since James had left, but were complimentary about the recent clubhouse refurbishment.

Cheltenham Gold Cup Day – A request had been received from Andy Giles in respect of the Cheltenham Gold Cup Day to arrange a tee time on Friday 18 March 2015. No problems were foreseen and this could easily be accommodated.

8. DATE OF NEXT MEETING

Next Committee Meeting to be held on Monday 5 October 2015 at 6.00pm